

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **February 20, 2014 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, CARLA BUBOLTZ, DON CARMICHAEL, BOB NIELSEN, JOHN VAN DYCK, VICKY VAN VONDEREN and TERRY WATERMOLEN, and CHRISTOPHER WAGNER

EXCUSED: TIM NIXON

ALSO PRESENT: Lynn Stainbrook, Lori Denault, Sue Lagerman, Curt Beyler, Glen Slaats, and Ginni Engelbrecht (staff)

CALL TO ORDER President Kathy Pletcher called the meeting to order at 5:15 p.m. and welcomed John Van Dyck to the Library Board. Introductions were made around the table.

CONSENT ITEMS

a. Approve/modify agenda There were no changes to the agenda.

b. Approval of minutes A typo was corrected (very » every) in the minutes. **Motion** by D. Carmichael, seconded by C. Buboltz, to approve the modified January, 2014 minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

No one was present to address the Board.

PRESENTATION FROM WORK RULES COMMITTEE OF CLASSIFICATION PLAN

L. Stainbrook introduced Glen Slaats and Ginni Engelbrecht, library staff representatives of the Work Rules Committee. G. Slaats gave a briefing on the work group and G. Engelbrecht explained that the main goal of the committee is to be transparent in all of their work and noted that the presented findings were a living document, meaning that changes, if justified, could be made. The group has kept all staff updated with weekly minutes and by encouraging feedback and dialogue.

As part of the classification plan process, 28 position types were surveyed to determine what percentage of time is spent on different aspects of the positions. Seven factors common to every job description were decided - Education, Training or Experience; Supervisory Responsibility; Supervision Received; Customer Relations; Complexity and Problem-Solving; Working Conditions; and Decision Making. The next step determined how important these factors are to the job and the library system and point factors were assigned to different levels of each factor. The factors were then weighted. A formula was used to give a point total to each job factor. The job evaluation factors and weighting were presented to staff at three different meetings. It was also stressed that only job descriptions were looked at – not the individual people who hold the position.

C. Buboltz complimented the Work Rules committee. The Work Rules Committee thanked Lynn Hoffman for getting them off and running. V. Van Vonderen asked their opinion of the process. Both Glen and Ginni agreed that it has been worth doing. A lot of transition has taken place since Act 10 and many staff wonder how this classification will affect the job they're doing. Performance reviews will play a role in differentiating people and positions.

T. Watermolen expressed his appreciation for the group since its formation and commended their excellent work. John Van Dyck questioned why only a high school diploma or equivalent was required in one job factor. This allows students to be hired as Shelves.

D. Carmichael asked about the next steps. K. Pletcher answered that the Board now has a foundation on which decisions about compensation can be made. This classification will assist in demonstrating how current compensation aligns and if there are any gross discrepancies. The Board can move forward to create a fair compensation plan.

K. Pletcher complimented the Work Rules committee and on behalf of the Library Board presented a gift card to each member of the Work Rules Committee that worked on the job factoring process as a reward for excellence in performance.

B. Nielsen asked if other library systems have gone through this process and if there are benchmarks that could be considered. L. Stainbrook knew of two other libraries that had consultants do this same work. The work rules group saved a lot of money by doing in house vs. outside consultants. More and more of this is happening since Act 10 and while comparables can be measured and similarities can be looked at, it isn't as easy to apply the same structure. A seniority factor was not built in. More and more, seniority is moved away from since experience should be shown as part of performance. The Board's strategy will be discussed in closed session.

G. Slaats and G. Engelbrecht left the meeting at 6:20 p.m.

LIBRARY BUSINESS

- a. Information Services Report** There were not any questions related to the distributed report.
- b. Financial Manager's report, bills and donations.** Financials were not ready due to year-end processing.
- c. Facilities Report** A HVAC coil froze at Central during the recent extreme weather. Maintenance was able to solder and swap parts to get it working again.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update A report from OWLSNET noted that Walter Burkhalter is the new director of OWLS replacing Rick Krumweide. The Tech Plan, Collection Development Grants, NFLS State Annual Report were reviewed. Corrie Campbell is a new Brown County representative and there is another new member from Marinette. A letter regarding the Special Needs plan will be discussed with the President of the NFLS board. There is a need to receive progress reports on outlined objectives. The vice-chair (Oconto) suggested a quarterly response. The lack of report updates is a concern for several counties. The E-rate process was completed by NFLS. The rental agreement with NFLS is coming up for negotiation since it is in its last year. M. Merrifield noted that negotiations could start this spring or summer. T. Watermolen noted that should they decide to move to another location, the move would have to justify a benefit to the member libraries as their organizational purpose is to get additional tax dollars to assist libraries. A fair agreement for rental is reasonable.

OLD BUSINESS None.

PERSONNEL

a. Approve Table of Organization Change None.

b. Approve Out-of-State Travel: Public Library Association Conference, Indianapolis, IN **Motion** by T. Watermolen, seconded by D. Carmichael, to approve out of state travel for L. Stainbrook, L. Denault, and S. Lagerman to attend the Public Library Association Conference in Indianapolis, IN, March 11 – 15. **Motion carried.**

PRESIDENT'S REPORT None.

DIRECTOR'S REPORT The library is still waiting to be notified of the award of the LSTA grant. A formal date has not been released. T. Watermolen is pleased with the enthusiasm of the Bookmobile driver to transition to an Outreach Coordinator and noted his flexibility to redesign the position to meet needs of community. J. Van Dyck commented that the discussion on Bookmobile services was helpful to the Ed & Rec. Committee.

B. Nielsen left the meeting at 7:00 p.m.

CLOSED SESSION PURSUANT TO WIS. STAT. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation and performance. **Motion** by V. Van Vonderen, seconded by C. Wagner to move into closed session. Aye: C. Buboltz, T. Watermolen, V. Van Vonderen, C. Wagner, D. Carmichael, J. Van Dyck and K. Pletcher. Nay: none. **Motion carried.**

RETURN TO OPEN SESSION (8:32 p.m.) **Motion** by C. Buboltz, seconded by T. Watermolen, to return to open session. Aye: C. Buboltz, T. Watermolen, V. Van Vonderen, C. Wagner, D. Carmichael, J. Van Dyck and K. Pletcher. Nay: none. **Motion carried unanimously.**

APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN EXECUTIVE SESSION No action.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW K. Pletcher pointed out the distributed article on municipal library boards stating that the county library board authority and responsibilities are the same.

ADJOURNMENT

Motion by C. Buboltz, seconded by T. Watermolen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:35 p.m.

NEXT REGULAR MEETING
March 20, 2014
Central Library
515 Pine Street, downtown Green Bay
5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary